



**JOB DESCRIPTION PROFILE**  
**Tele-rehab Technical Project Manager**

If you enjoy challenges, are committed to development, and are deeply sensitive to vulnerable people in general and persons with disabilities in particular, then this recruitment notice is for you!

Fédération Handicap International, which implements its programs under its operational branding name of "Humanity & Inclusion" (HI), is seeking a **Technical Project Manager** for the Rehabilitation Enhancement and Access through Connected Healthcare in Rwanda (REACH RWANDA) project.

<b>Name of the post</b>	Telerehabilitation Technical Project Manager	<b>Technical field</b>	Rehabilitation
<b>Position</b>	In charge of managing the <b>Rehabilitation Enhancement and Access through Connected Healthcare in Rwanda (REACH RWANDA)</b> project	<b>Names of the Country Manager</b>	Melanie GEISER
<b>Contract</b>	Fixed	<b>Names of the EAR Programme Director</b>	Marie Ange GOUX
<b>Position origin</b>	New	<b>Names of the person in charge of supporting projects at the Magritte level</b>	Simon MIRIEL
<b>Internal stakeholders</b>		<b>External stakeholders</b>	
<ul style="list-style-type: none"> <li>• Country Manager</li> <li>• Logistics Manager</li> <li>• Finance Manager</li> <li>• MEAL Manager</li> <li>• HR Manager</li> <li>• Project Managers</li> <li>• HI Regional Rehabilitation Specialist</li> <li>• HI HQ Rehabilitation Specialist</li> <li>• HI Rehabilitation and Innovation Policy and Development Officer</li> </ul>		<ul style="list-style-type: none"> <li>• Ministry of Health</li> <li>• Rwanda Biomedical Centre (RBC)</li> <li>• University of Rwanda- College of Medicine and Health Sciences and Professional Associations</li> <li>• Centre of Excellence in Biomedical Engineering and e-Health (CEBE)</li> <li>• JAMK University</li> <li>• MINICT</li> <li>• RISA</li> </ul>	

**POSITION BACKGROUND**

The REACH RWANDA project aligns with HI's Federal Strategy (2016-2025), which focuses on innovation and the WHO's "Rehabilitation in Health Systems - A Guide for Action" and achieve Sustainable Development Goal (SDG) 3 "Healthy Lives and Well-being for all."

The **Technical Project Manager** will be part of Humanity & Inclusion Rwanda under the East African Regional Program and contribute to implementing its mandate and the 10-year strategy.

The Technical Project Manager will lead the implementation of the Rehabilitation Enhancement and Access through Connected Healthcare in Rwanda (REACH RWANDA) project for two years. The PM is responsible for delivering quality results based on the project objectives and ensuring alignment with the Ministry of Health's strategic vision of making rehabilitation services accessible.

The Technical Project Manager is located in Kigali, and the project is being implemented in eight districts nationwide. These districts include Kigali City's Gasabo district, Gicumbi and Musanze districts in the Northern province, Nyanza district in the Southern province, Kayonza district in the Eastern province, and Karongi and Nyamasheke districts in the Western province.

The Technical Project Manager will be responsible for ensuring sound management and coordination of the REACH Rwanda project under the direct supervision of the Operations Manager, with an indirect line of support from the regional and global rehabilitation specialists of HI.

### INFORMATION REGARDING THE POST

<b>Line Manager</b>	Operations Manager		
<b>Donor</b>	ENABEL, the Belgian Development Agency	<b>Amount of the budget managed</b>	N/A 300,000 USD
<b>Size of the team managed</b>	N/A	<b>Duration of contract</b>	24 months

### HISTORICAL BACKGROUND OF THE HI RWANDA PROGRAMME

Federation Handicap International, operating under the name of "Humanity & Inclusion" (HI), is an independent and impartial international solidarity organization that intervenes in situations of poverty and exclusion, conflicts and disasters. Working alongside people with disabilities and vulnerable populations, it acts and commits itself to meeting their basic needs, improving their living conditions, and promoting respect for their dignity and fundamental rights.

HI started operating in Rwanda after the aftermath of the genocide perpetrated against Tutsi in July 1994. From 1994 to 1996, HI worked alongside many other NGOs to provide emergency assistance to a population plunged into extreme distress, misery, and poverty. From 1996 to 2000, the country experienced a period of relative social, political, and administrative stability, during which HI engaged in long-term activities aimed at improving the living conditions of vulnerable people, particularly those with mental health problems and HIV / AIDS, by providing them with appropriate support. Since 2001, HI has been contributing to the development of the country, expanding its activities and developing projects to prevent violence through a community-based approach, promoting education for all, community-based rehabilitation, training of occupational therapists, fighting against gender-based violence, protecting children from abuse and violence - especially children with disabilities, promoting inclusive nutrition, ECD and nurturing care. In addition to these areas, HI also entered the field of technology and innovation by focusing on 3D printing and telerehabilitation.

### BRIEF PROJECT DESCRIPTION

The project « **REACH RWANDA** » is a telerehabilitation project using the OpenTeleRehab app in Rwanda. It aims to improve access to affordable and quality rehabilitation services in Rwanda by leveraging telerehabilitation to allow individuals to receive timely essential health and rehabilitation services, contributing to advancing universal health coverage and strengthening the national health system.



## **WORKING ENVIRONMENT**

### Workmates

The Technical Project Manager will be placed under the hierarchical responsibility of the Operations Manager. She/he will collaborate with the logistics manager, the finance manager, the HR manager, the project managers, the team, and the partners in the country, and with technical support from HI regional and global rehabilitation specialists.

### Technical support

The Technical Project Manager will have indirect technical supervision from the regional and global rehabilitation specialists. The Regional Rehabilitation Specialist is based in Uganda, supporting the EAR program; the Global Rehabilitation Specialist is based in Lyon, and the Rehabilitation and Innovation Policy and Development Officer is based in Brussels.

### Transport facilities

The Technical Project Manager will support upcountry areas in visiting telerehabilitation activities in the field:

- In office (40%)
- Field work (60%).

## **KEY AND MAIN RESPONSIBILITIES OF THE TELE REHABILITATION TECHNICAL PROJECT MANAGER**

The primary responsibilities of the Telerehabilitation Technical Project Manager will include but are not limited to:

### **Responsibility 1: Management**

- 1.1 Effectively manage the project operations and resources (including assets, devices, and finances) and ensure implementation of activities following HI project quality policies.
- 1.2 Manages/ facilitates the work of consultants and provide them with technical guidance required (eg. obtain necessary ethical approvals and ensure compliance with regulatory requirements for conducting research in healthcare and establishing telerehabilitation practice in Rwanda, telerehabilitation guideline development, cost-calculation of telerehabilitation services and supporting the publication of results in scientific journal, etc.).
- 1.3. Effectively managing relations with other counterparts (INECD, NC-DGD, UQDR) working on telerehabilitation and the government authorities involved.
- 1.4 Ensure the project team strictly applies and respects the program's Internal Regulations.

### **Responsibility 2: Expertise**

- 2.1 Monitor the **quality of services** offered by rehabilitation professionals, including clinical assessment, prescription, and delivery of telerehabilitation services
  - a. Ensures that the activities implemented comply with international technical norms and standards
  - b. Adapts the project documentation to international technical norms and standards when necessary
  - c. Is in charge of the technical quality and relevance of project activities implemented within his scope of expertise
  - d. Ensures technical learning from projects by drawing on lessons learned and good practices
  - e. Regular information and collaboration with regional and global specialists on project development, including implementation challenges, promptly.
  - f. Adjusts his/her activities to audit/ project review recommendations
  - g. Is in charge of the technical quality of services providers to HI's beneficiaries

2.2 Helps to **coordinate technical professional development** of the Project stakeholders, including supporting rehabilitation professionals in implementing telerehabilitation in their everyday work and supporting training of trainer.

2.3. Collaborate with members of the multidisciplinary assessment teams in the field and provide technical advice on quality assessment of beneficiaries' needs and provision of quality telerehabilitation services.

2.4. Collaborate with other HI Rwanda projects and provide technical support when needed

### **Responsibility 3: Implementation and monitoring**

3.1 project timely implementation, in collaboration with the relevant services and with general HI standards and procedures

- a. Ensures the planning of activities and establishes action plans using HI project tools (PM Box, PBM, etc.)
- b. Ensures that activities are implemented according to the REACH RWANDA project proposal, timeline, and the allocated budget
- c. Ensures that activities are implemented according to HI internal quality and technical standards and, if necessary, proposes adjustments or improvements to help meet objectives
- d. Prepares and monitors partnership agreements with implementing partners and other potential partners
- e. Ensures the effective implementation and follow-up of HI institutional policies (PSEA, mandatory cross-cutting approaches, etc.) on his/her project
- f. Coordinates and collaborates with relevant support services, especially logistics, HR, finance, and technical resources

3.2 Project Data Management

- a. Ensures that the appropriate data collection and management tools are in place on the project, in line with global standards
- b. Ensures that data related to the project is collected and compiled in the project database
- c. Carries out regular verifications and makes any necessary corrections in the activity database

3.3 Project Reporting

- a. Monitors the achievement of results and indicators as per the logical framework
- b. Is in charge of producing the appropriate reporting tools: monthly situation report, PM Box, ISPR
- c. Reports regularly to the line manager
- d. Writes quality reports for the funding agency (ENABEL) and monitors donor deadlines (grants, reporting, audits) concerning the project
- e. Guarantees the proper archiving of information and data

3.4 Prepares and steers project evaluation and capitalization

- a. Plans and monitors project research and evaluations
- b. Produces project capitalization and learning from experience

### **Responsibility 4: Influence and communication**

- a. Contributes to HI's external influence by participating in relevant networks
- b. Communicates the project to partners, authorities, and stakeholders involved in the REACH RWANDA project implementation

### **Responsibility 5: Strategy and business development**

- a. Contributes to program or country operational strategy (StratOp)
- b. Drafts new project proposals for the continuity or expansion of the project



c. Contributes to the drafting of new proposals for new opportunities

**EXPECTED PROFILE**

	<b>Required qualification</b>	<b>Relevant qualification</b>
<u>Degree (s) :</u>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Sciences of Physiotherapy, Studies of Physical and Functional Rehabilitation</li> <li>• Desirable: diploma in public health and/or digital health</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Physiotherapy</li> <li>• Masters degree will be an asset</li> </ul>
<u>Experiences :</u>	<ul style="list-style-type: none"> <li>• At least 5 years of experience in clinical Rehabilitation Practices, including the practice of telerehabilitation</li> <li>• At least 3 years experience in project management</li> <li>• Desirable: experience in public health and/or digital health</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in the field of physical and functional rehabilitation and community-based rehabilitation</li> <li>• Experience in project management</li> <li>• Experience in public health and/or digital health</li> </ul>
<u>Competences :</u>	<p><b><u>Core Values</u></b></p> <ul style="list-style-type: none"> <li>• Commitment</li> <li>• Diversity and Inclusion</li> <li>• Integrity</li> </ul> <p><b><u>Core Competencies</u></b></p> <ul style="list-style-type: none"> <li>• Communication</li> <li>• Drive for Result</li> <li>• Diversity friendly (ability to work with different people)</li> </ul> <p><b><u>Functional Competencies</u></b></p> <ul style="list-style-type: none"> <li>• Leadership and Supervision skills</li> <li>• Organizational skills</li> <li>• Formulating strategies and concepts</li> <li>• Planner and Problem Solving skills</li> <li>• Knowledge applier</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of disability issues</li> <li>• Mastery of working in an institutionalized Rwandan network</li> <li>• Disability friendly</li> </ul>
<u>Personal qualities :</u>	<ul style="list-style-type: none"> <li>• Capacity to build relations with others (networking)</li> <li>• Decisive and innovative</li> <li>• Orderly (respecting instructions and procedures)</li> <li>• Maturity</li> <li>• Capacity of analysis</li> <li>• Capacity of listening</li> <li>• Quality of adaptation</li> </ul>	<ul style="list-style-type: none"> <li>• Attention to details</li> <li>• Mastery and technical expertise</li> </ul>
<u>Additional requirements :</u>	<p>Communication skills</p> <p>Report writing skills</p>	

## ABOUT OUR ORGANISATION

Humanity & Inclusion (HI) is a solidarity organization international committed to the rights of persons with disabilities, people in a situation of vulnerability, and human rights in general. Respect and the dignity of people concerned and beneficiaries of the actions and communities are at the heart of the staff and collaborators of HI in all contexts of intervention.

Our code of conduct is a key element to the implementation of the institutional policies that set out the fundamental principles for the protection of our beneficiaries - especially the most vulnerable - against any form of abuse of power, harassment, sexual exploitation, and abuse by our own staff. These policies include, but are not limited to:

- Protection of Beneficiaries against Exploitation and Abuse Sexual
- Child Protection
- Fight against Fraud and Corruption.

All our representatives are expected to conduct themselves in a manner consistent with our code of conduct. We will treat any violations of those policies seriously.

## TERMS AND CONDITIONS OF SUBMISSION

The application file must include a letter of motivation addressed to the Country Manager of HI in Rwanda, accompanied by the coordinates of 3 professional references related to the position, certificates of services rendered, a detailed Curriculum Vitae, and a copy of each diploma (3 pages max). Complete applications must be submitted by e-mail no later than midnight on **14<sup>th</sup> May 2024** to the following addresses: [recrutement@rwanda.hi.org](mailto:recrutement@rwanda.hi.org) within subject: **ENABLEPM-HI-202404**

Only pre-selected candidates will be contacted to take the tests.

NB: HI strongly encourages women candidates and persons with disabilities to apply.

(In accordance with the law into force, persons with disabilities will be given priority in the event of equal professional competence or the same mark at the end of the written tests and interviews)

At Kigali, 30<sup>th</sup> April 2024

**Mélanie GEISER**  
**Country Manager**

